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DTS AGENCY CONTRACTS

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DTS Contracts Administration is the resource when the Project Manager has determined outside expert resources are necessary to successfully implement your IT project.

DTS Contracts Administration, experts in the State's complex acquisition processes, negotiations with vendor contract / legal professionals, and the complex IT contract development / execution process, will be your expert resource to turn your team's efforts into an integrated, fast paced, empowered, advanced project team ready to deliver next generation IT products or services for your state agency's business environment.

Currently managing over \$300 million in IT contracts, the current services offering by DTS Contracts Administration includes:

Product Features and Descriptions	
Feature	Description
Selection of appropriate procurement tool:	<u>Selecting the appropriate procurement tool</u> for your team's IT acquisition needs, whether it be a Request for Proposal (RFP), Multi Step Bid, Sole Source Justification request, or other methodology; and
Development of procurement tool:	<u>Developing your procurement tool</u> to assure that it meets all State Purchasing / State Finance requirements; complies with State GRAMA law; and includes the appropriate legal terms, conditions, and approvals necessary to meet federal or state government requirements, and appropriately implements DTS policy for contractors working with DTS project teams or handling confidential state agency resources. You simply provide the description / specifications of what you want (professional IT skills or IT product / service descriptions, or scope of work statements); tell us when you want it; and describe how your evaluation team will fairly determine which is the best vendor offering, and DTS Contracts Administration

	will do the rest; and
Process management with others:	<u>Managing oversight of the process</u> , including coordination of acquisition services with State Purchasing / State Finance, and the vendor community; and
Independent oversight to keep you on track:	<u>Providing Project Managers with an independent, confidential, oversight of your proposal evaluation team's selection process</u> to assure that all activities and necessary documentation are properly accomplished to select the winning vendor proposal, without causing any legal protest that could tie up your project for months; and
Complex IT contract Negotiations:	<u>Conducting complex negotiations</u> with vendor IT contract / legal department experts, including identifying, negotiating, and developing alternatives. This service includes developing and obtaining approvals on any internal state contract T&C documentation required by State Purchasing, State Risk Management, State Agency Legal Counsel, or the Utah Attorney General's office; and
Contract Execution Process Management:	<u>Managing the contract execution process</u> , obtaining contract approvals, as necessary, from vendors, state agency Executive Directors, the State CIO, State Chief Procurement Officer, and State Finance, to assure that the resources your project team is seeking are provided to your project when needed; and
Contract Monitoring:	<u>Managing contracts through their life cycle, including needs to increase contract amounts, upcoming contract expirations, developing and executing contract amendments</u> , including coordinating with the Project Manager.

Features Not Included

Feature	Explanation
Project Technical Requirements	Responsibility to define what technical product or service continues to reside with the DTS Project Manager / DTS Section Manager and DTS Management.
Remedy data entry and approvals	Responsibility for Remedy information system continues to reside with the DTS Project Manager / DTS Section Manager and DTS Management.

Rates and Billing

Feature	Description	Base Rate
		NA

Ordering and Provisioning

Managers, or their designees, of a DTS product group that require products / services from a contracted vendor are responsible for the ordering of product, upgrades to software, maintenance renewals, price escalations, contract renewals, etc.

DTS Responsibilities

Ensure that all DTS personnel are aware of and follow the guidelines of DTS agency, State

Purchasing, and the State of Utah Policies and Procedures in the processing of all contracts and / or the procurement of products / services required for the operations of DTS and that all contracts are in the best interest of the State of Utah.

Agency Responsibilities

Service Levels and Metrics

Time is of the essence in the administration of all DTS RFP's / MSB's and Contracts, to this end the following time line for the processing of RFP's and Contacts must be taken into consideration allowing for minor negotiations and/or modifications:

RFP / MSB Timelines:

			Cumulative Days
A		DTS Contracts Administration Receives Request to acquire Goods / Services	0
B	A + 7 days	DTS Contracts Analyst Completes RFP / MSB, Remedy Approvals Completed, Finet Purchase Requisition Completed	7 days
C	A + 7 days	State Purchasing Issues RFP to Vendor Community. (Potential five-day potential vendor protest "against the RFP / MSB specifications" period begins).	7 days
D	C + 7 days	Vendor Questions Due about RFP (electronic submission)	14 days
E	D + 2 days	DTS Publishes Answers to Vendor Questions	16 days
F	C + 21 days	RFP / MSB Closes, Proposals Received at State Purchasing (always 3pm on a Wednesday)	28 days
G	F + 1 day	RFP / MSB Evaluation Committee Receives Proposals	29 days
H	G + 14 days	Evaluation Committee Scores Proposals, provides their recommendation	43 days
I	H + 5 days	DTS Contracts / State Purchasing Reviews Scoring, Completes pricing scoring of proposals	48 days
J	I + 2 days	State Chief Procurement Officer issued Letters of Intent to Award Contracts to selected vendor and vendors that were not selected. (Potential five-day potential vendor protest "against the award" period begins).	50 days
K	J + 5 days	DTS Contracts Analyst can begin the contract negotiations with the vendor's legal representatives.	55 days
L		A time allowance for a possible "Best and Final Offer (BAFO)", or delays by the evaluation committee, etc. can also occur.	
		Performance Measure for MSB / RFP Process to Award- Total Processing Time Allowance (which we usually beat)	75 days

Contract Timelines:

M	DTS Contract Analyst Prepares Contract, Begins Negotiations with Vendor. Depending on contract legal issues, can take anywhere from 1 day to several weeks.	
N	Vendor Signs Contract	
O	Contract Routed Internally within DTS Finance, Admin. and the DTS Chief Operating Officer	
P	State Chief Information Officer (CIO) Signs Contract Note: Some contracts are dual signature contracts, signed by both the DTS Executive Director / CIO and the State Agency Executive Director.	
Q	State Purchasing Receives Vendor / CIO Signed Contract, enters contract info into Finet, assigns contract number, routes internally.	
R	State Purchasing Agent, Legal Review Completed	
S	State Chief Procurement Officer Signs Contract	
T	State Finance Processes Contract	
U	DTS Contract Analyst Gets Completed Contract from State Finance, scans it, maintains contract in library, and sends fully signed contract to vendor, DTS project manager, etc.	
	Performance Measure for Contracting Process - Total Processing Time Allowance (which we usually beat)	60 days
	Total Performance Measure from Initial Acquisition Request to a Fully Executed Contract (75 days + 60 days)	135 Days
	Performance Measure for Contract Amendment Process – a follow-on to the above product services Total Processing Time Allowance (which we usually beat)	60 days (same as for contracts less the RFP / MSB time)